



Texas Military Department

INSTRUCTION

Number 1100.03

31 October 2017

NGTX-JHR

SUBJECT: Calendar Year (CY) 17-18 Texas Military Department (TMD) Employee Holiday Guidance

1. References: See enclosure 1

2. PURPOSE. The Adjutant General (TAG) is the leave authority for TMD. This instruction provides guidance to employees during holidays.

3. POLICY.

a. Federal Employees. In accordance with federal law (5 U.S.C § 6103) the following is approved holiday guidance. (AGR, ADOS, Military Technician).

(1) Monday holidays are observed on the holiday for employees regularly scheduled to work on that Monday, and on the preceding Friday for employees not regularly scheduled to work on that Monday.

(2) Weekend holidays. Saturday holidays are observed on the last regularly scheduled duty day before the holiday. Sunday holidays are observed on the first regularly scheduled duty day after the holiday.

(3) TXARNG AGR and ADOS observe federal holidays IAW para 4-25 & 26, AR 600-8-10. TXANG AGR observes federal holidays IAW para 4-10, AFI 36-3003. Refer to AR 600-8-10 and AFI 36-3003 as applicable for chargeable leave rules for holiday absences.

(4) Federal Holidays. See enclosure 2

(5) Special CY 17 - 18 holiday schedule. All federal personnel are placed on a compressed work schedule, 4/10 M-Th, for the week of Thanksgiving (except for those select positions with an operational requirement designated by a component). This schedule change will maximize productivity during those weeks by having all employees work on Monday and will enable cost savings in utilities on the Friday after the holiday. This change affects the weeks of:

- a. November 20-24, 2017
- b. November 19-23, 2018

b. State Employees. Observe state-recognized federal holidays IAW the Texas Government Code (TGC), Chapter 662. Provisions of this instruction are subordinate to the provisions of the statute and the Office of the Executive Director's personnel policies.

(1) State employees are authorized to observe all federal holidays *except* Columbus Day and holidays that fall on a Saturday or Sunday. Veteran's Day will be observed on 10 November 2017 and 12 November 2018, respectively.

(2) In accordance with TGC, Chapter 662, Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez Day are optional state holidays. A state employee is entitled to observe each optional holiday if the employee qualifies for the paid day off and agrees to give up, during the same fiscal year, an equivalent number of skeleton crew state holidays. However, an employee may not agree to give up the Friday after Thanksgiving Day, the day before or after Christmas Day or the recognized federal holidays in lieu of an optional state holiday.

(3) Generally, employees required to work on a holiday earn time off (compensatory time) to be taken at a later date.

(4) State Holidays. See enclosure 3

4. Liberal Leave. Liberal leave directs supervisors to allow most, if not all, personnel to take their personal leave and to curtail normal operations accordingly. Directors and supervisors make the operational determination as to the minimum staffing levels required, if any, when liberal leave is authorized.

5. Additional Holidays. If an executive order authorizes an additional holiday, the Human Resource Office will publish guidance. TMD employees are considered on-duty during agency supported holiday events such as TMD holiday party and tree lighting ceremony.

6. Key personnel, including any designated for National Guard Civil Support response, will ensure their availability for recall by the Joint Operations Center. Components will align schedules to provide necessary support to deployment/demobilization activities and other mission requirements.

7. DEFINITIONS. NA

8. RESPONSIBILITIES. OICs, supervisors and TMD personnel will adhere to prescribed guidance.

9. INFORMATION REQUIREMENTS. NA

10. RELEASABILITY. Unlimited.

11. EFFECTIVE DATE. This instruction is effective immediately and will require annual update.

12. POINT OF CONTACT. The Human Resource Officer at 512-782-6725.

3 Encls

1. References
2. Federal holidays
3. State holidays

DISTRIBUTION:

A

KATHERINE M. BROWN
CW4, AG/USA
SIG-Policy



GREGORY P. CHANEY
Colonel, GS, TXARNG
Chief of Staff

Enclosure 1:
References.

1. Section 6103, Title 5, United States Code (5 USC § 6103)
2. Army Regulation (AR) 600-8-10, dated 04 August 2011
3. Air Force Instruction (AFI) 36-3003, dated 26 October 2009
4. Chapter 662, Texas Government Code (TGC)
5. TXARNG Regulation 690-600 / TANG Regulation 40-600 Civilian Personnel Hours of Duty and Leave, Change 3, dated 15 June 1983

Enclosure 2:

Federal Holidays. Detailed guidance for recognized state and federal holidays can be found in 5 USC § 6103 and TGC Chapter 622A. Federal public holidays that are observed by TMD (along with any other days declared to be holidays by federal statute or executive order):

09 OCT 17	Columbus Day, the second Monday in October (except state employees)
10 NOV 17	Veteran's Day
23 NOV 17	Thanksgiving Day, the fourth Thursday in November
25 DEC 17	Christmas Day
01 JAN 18	New Year's Day
15 JAN 18	Birthday of Martin Luther King Jr., the third Monday in January
19 FEB 18	Washington's birthday (President's Day), the third Monday in February
28 MAY 18	Memorial Day, the last Monday in May
04 JUL 18	Independence Day
03 SEP 18	Labor Day, the first Monday in September
08 OCT 18	Columbus Day, the second Monday in October (except state employees)
12 NOV 18	Veteran's Day
22 NOV 18	Thanksgiving Day, the fourth Thursday in November
25 DEC 18	Christmas Day

Enclosure 3:

Enclosure 1c: State Holidays. State employees are authorized to observe the following state holidays (along with state-recognized federal holidays, with the exceptions noted in Enclosure 1b, IAW the TGC, Chapter 662, Subchapter A):

04 SEP 17	Labor Day (all agencies closed)
21 SEP 17	Rash Hashanah (optional holiday)
22 SEP 17	Rash Hashanah (optional holiday)
30 SEP 17	Yam Kippur
11 NOV 17	Veterans Day
23 NOV 17	Thanksgiving Day (all agencies closed)
24 NOV 17	Day after Thanksgiving (all agencies closed)
24 DEC 17	Christmas Eve Day
25 DEC 17	Christmas Day (all agencies closed)
26 DEC 17	Day after Christmas (all agencies closed)
01 JAN 18	New Year's Day (all agencies closed)
15 JAN 18	Martin Luther King, Jr. Day (all agencies closed)
19 JAN 18	Confederate Heroes Day (skeleton crew required)
19 FEB 18	Presidents' Day (all agencies closed)
02 MAR 18	Texas Independence Day (skeleton crew required)
30 MAR 18	Good Friday (optional holiday)
31 MAR 18	Cesar Chavez Day
21 APR 18	San Jacinto Day
28 MAY 18	Memorial Day (all agencies closed)
19 JUN 18	Emancipation Day (skeleton crew required)
04 JUL 18	Independence Day (all agencies closed)
27 AUG 18	LBJ's Birthday (skeleton crew required)